

APPROVED



# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

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#### Date and Time

Tuesday August 22, 2023 at 5:30 PM

#### Location

CCSPA Conference Room

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The public may address the Board regarding any item within the jurisdiction of the Board of Directors of ChartHouse Public Schools. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker's card. Cards should be turned into the Board Chair/Vice Chairperson prior to the Call to Order. Speakers will be given three minutes for items on the agenda, and two minutes for items not on the agenda. When translation services are utilized to support the participation of a primary Speaker, the translator will be afforded the same duration of time as the primary Speaker. Time may not be yielded to other speakers. In compliance with the Brown Act, the Board may listen to comments from speakers and provide direction to staff, but may not engage in discussion or take action on items that are not already on the agenda.

All Board agendas and minutes will be published at [cocospa.org](http://cocospa.org). Any disclosable public records related to an open session Board meeting agenda item and distributed by staff to a majority of the Board of Directors shall be available for public inspection.

The Board of Directors will provide reasonable accommodations for persons with disabilities planning to attend Board meetings so long as notice is provided at least one hour prior to the start of the meeting by contacting the Executive Director's Office at (925) 235-1130.

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#### Directors Present

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A. Mbonisi, C. Hill, D. Wendt, G. Ponikvar, H. Vega, L. McPhatter-Harris

**Directors Absent**

M. Hennessy

**Ex Officio Members Present**

C. Foster

**Non Voting Members Present**

C. Foster

**Guests Present**

C. Tiria

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**I. Opening Items**

**A. Call the Meeting to Order**

H. Vega called a meeting of the board of directors of Contra Costa School of Performing Arts to order on Tuesday Aug 22, 2023 at 5:38 PM.

**B. Record Attendance**

**C. Establishment of Quorum**

-Established

**D. Agenda Review and Adoption**

L. McPhatter-Harris made a motion to Approve the Agenda.

G. Ponikvar seconded the motion.

The board **VOTED** to approve the motion.

**II. CONSENT AGENDA**

**A. Approve Meeting Minutes**

Motion to Approve Meeting Minutes.

The board **VOTED** to approve the motion.

**Roll Call**

M. Hennessy          Absent

H. Vega                Abstain

D. Wendt              Absent

A. Mbonisi            Aye

L. McPhatter-Harris Aye

**Roll Call**

G. Ponikvar           Aye

C. Hill                 Aye

D. Wendt made a motion to approve the minutes from Board Meeting on 07-25-23.

A. Mbonisi seconded the motion.

The board **VOTED** to approve the motion.

**III. Executive Director Updates**

**A. Executive Summary**

Enrollment is 368 with a possible addition

Full Staff

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Various maintenance issues need addressing around the building

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Summit is no longer in use. PBL is the shift teachers are going towards.

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Extended Learning Opportunity has exactly enough funds (\$50,000) to support 10 families.

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**B. Approval of Organization Chart**

We need to switch Dean of Students/Climate and culture specialist as well as Supervisor of Family Enrollment to the right side (The family/Student Side).

While the project manager and office manager (with receptionist below it) should be moved to the left (The Office Staff Side).

Add CBO to the top of the Office Staff(left side) so establish Candice Phillips as a person of directive for people to get approval from.

Keep Human Resources on the left and TOSA/director of community engagement on the right.

**This way the organization chart has a student and family side(right) as well as an Office Staff side (left).**

L. McPhatter-Harris made a motion to Approve the Organization Chart.

A. Mbonisi seconded the motion.

The board **VOTED** unanimously to approve the motion.

**IV. Committee Reports**

**A. Financial Committee Report**

Need approval for line of credit. Candice is working on a sense of what our spending amount is.

## V. Financial Update and Considerations

### A. Financial Update

Candice and DMS should have a monthly financial report within a month so that Debbie (or Candice) can present the financial report to the board.

### B. Salary Schedules

Salary Schedules needed adjustment based on hourly and salary employee updates.

We need to eliminate the outdated teacher stipends on page 2.

There was no vote on whether or not the pay growth will be 2% or 3%

Motion to approve MINUS Second Page

L. McPhatter-Harris made a motion to Approve the Salary Schedules (MINUS page 2).

C. Hill seconded the motion.

MINUS Second Page

The board **VOTED** unanimously to approve the motion.

## VI. Administrative Items

### A. Food Service Agreement

Estimate for an outside food service assistant hire

\$18,000 over 180 days estimate for Food Service Assistant from current student food provider

C. Hill made a motion to Approve the Food Service Agreement.

L. McPhatter-Harris seconded the motion.

The board **VOTED** unanimously to approve the motion.

### B. Ultimate FieldHouse Agreement

\$50 per court per day

\$50 per additional court per day

(\$50 an hour or day?)

Fine print needs to be further analyzed.

Contract needs further analyzation.

Needs to be \$25K or lower AND needs Candice Phillips approval

**No vote was taken the board gave direction to C. Hill and C. Phillips to revisit the agreement.**

## VII. Board Retreat

### A. Board Retreat

5 hours including lunch

Note: Caprice not available 9/30

Going forward: Board should tell Caprice that the board needs time for board focus, vision setting, going forward as a school

## VIII. CLOSED SESSION

### A. Public Employee Employment/Discipline/Dismissal Release (§ 54957)

LaPlante will be in Touch with M. Soza to help engage parents for a parent faculty community.

### B. Evaluation Executive Director

### C. Prop 39

## IX. RECONVENE TO OPEN SESSION

### A. Report Out

Board approved the Employment Discipline/Dismissal Release

No other action was taken

## X. Closing Items

### A. Adjourn Meeting

L. McPhatter-Harris made a motion to Adjourn Meeting.

A. Mbonisi seconded the motion.

The board **VOTED** to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:21 PM.

Respectfully Submitted,

H. Vega